

## Supervisor Checklist

### Monthly Review of Purchase Card Transactions

	Yes	No
1. Were transactions for official Government business only?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does each transaction represent legitimate needs of the Government?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are transactions within the cardholder's micro-purchase limit, e.g., \$2,500 for supplies/services and \$2,000 for construction for a single transaction?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the cardholder use the appropriate budget object code for each transaction? Link for BOC manual <a href="http://dab.nfc.usda.gov/pubs/docs/bocc/boc.pdf">http://dab.nfc.usda.gov/pubs/docs/bocc/boc.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
5. Were transactions appropriate for the cardholder's position?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did cardholder use the required sources, e.g., JWOD?	<input type="checkbox"/>	<input type="checkbox"/>
• Did cardholder acquire the planners/inserts from JWOD/DAYMAX?	<input type="checkbox"/>	<input type="checkbox"/>
• Did cardholder purchase business cards from JWOD (The Lighthouse of the Blind)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did cardholder make any of the following prohibited transactions?		
• Convenience checks to self or for cash	<input type="checkbox"/>	<input type="checkbox"/>
• Convenience checks to merchants who accept the card or where other designated payment systems should be used.	<input type="checkbox"/>	<input type="checkbox"/>
• Convenience checks over the single purchase limit	<input type="checkbox"/>	<input type="checkbox"/>
• Transactions for travel related expenses (i.e., airline tickets, lodging, and meals).	<input type="checkbox"/>	<input type="checkbox"/>
• Personal services, i.e., where government supervises contractor services	<input type="checkbox"/>	<input type="checkbox"/>
• Hazardous items (firearms, ammunition, explosives, hazardous biological and radioactive substances)	<input type="checkbox"/>	<input type="checkbox"/>
• Spot awards and Salary payments	<input type="checkbox"/>	<input type="checkbox"/>
• Long term rental (more than 180 days) of land or buildings, parking for government owned or leased vehicles, storage and other special purpose space to be used on a temporary or emergency basis.	<input type="checkbox"/>	<input type="checkbox"/>
• Fuel and motor vehicle repair, unless the vendor would not accept the fleet card. If the PCMS purchase card is used, please provide a copy of a receipt to the Property Team or fax it to: 612 370-2114 to be updated in the property system.	<input type="checkbox"/>	<input type="checkbox"/>
• Meals/refreshments unless authorized by law, e.g., bona fide	<input type="checkbox"/>	<input type="checkbox"/>

award ceremony.

- Memberships in an individual's (as opposed to the agency's) name ☐ ☐
- Shipment of household goods or Grant/Agreement payments ☐ ☐
- Insurance except as authorized by law ☐ ☐
- Parking tickets or Greeting cards ☐ ☐
- Advance payments prior to delivery of goods or services unless authorized by law, i.e., training, subscriptions, registration fees ☐ ☐
- Did cardholder purchase prepaid film processing mailers? ☐ ☐
- Did cardholder purchase telecommunication supplies/services which exceed \$350.00. For more information on Telecommunications, click the link below ☐ ☐

[http://www.usda.gov/procurement/policy/advisories\\_x/agarad58a.htm](http://www.usda.gov/procurement/policy/advisories_x/agarad58a.htm)

8. Did cardholder purchase bottled drinking water? ☐ ☐
9. Did cardholder purchase portable heaters, fans, and other such devices in Government-controlled space. ☐ ☐
10. Did cardholder purchase personal convenience items (i.e., plants artwork, flowers or any other similar item intended for other than general/public areas)? ☐ ☐
11. Did cardholder reconcile all transactions in PCMS within 30 days? ☐ ☐
12. Did cardholder enter adequate item descriptions for transactions reconciling in the PCMS? ☐ ☐
13. Does cardholder have any duplicate transactions – charges to the same vendor on the same date in the same amount – that may suggest the cardholder was charged twice for the same supply/service? ☐ ☐
14. Does cardholder have any “split” transactions to avoid micro-purchase authority, i.e. transaction will appear on report to the same vendor on the same date or could be a day or two apart that have an aggregate total over the micro-purchase authority? ☐ ☐
15. Are cardholders maintaining invoices/receipts for all transactions? ☐ ☐
16. Are cardholders keeping card and/or checks in a secure location? ☐ ☐

**Note to supervisor:** a) It is required that you review all transactions listed on the cardholder's report monthly. Attach this review to a copy of the cardholder's report furnished by the cardholder or LAPC and retain in your file for each cardholder. B) If cardholder leaves, notify LAPC to cancel card and assure that automatic recurring transactions such as subscriptions are canceled. If not canceled, the automatic charges can still go through even after the account is canceled. C) If cardholder violates one of the above, please report the transaction (s) to the LAPC.

Print cardholder name: \_\_\_\_\_

Print name of supervisor: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date of review: \_\_\_\_\_